

FY 2015-16 OUTPATIENT STATE CHART REVIEW – HOW TO COLOR CODE/FLAG THE CHART

Any provider with an Electronic Health Record (EHR) should flag the applicable documents with the required data elements.

Demographics (green tag)

- A document that contains the client's Primary Language, Ethnicity, Race, Date of Birth and Gender
 - (Client Face Sheet)

Assessments / Medical Necessity (yellow tag)

- Assessment(s) that cover services during the audit period and the Assessment that precedes the audit period
 - (Initial/Full Assessment, Re-Assessment, Annual Assessment Update/Continuous Assessment, Assessment Addendum)
- Included Diagnosis that covers the audit period
 - (may be present on an Assessment or Diagnosis Information Form)
- Life functioning impairment/risk of deterioration
 - (may be present on an Assessment or a Community Functioning Evaluation)

Client Treatment Plans (orange tag)

- Client Treatment Plan(s) that cover the audit period and the Client Treatment Plan that precedes the audit period
- Signature of Client/Legal Representative OR demonstration of participation/agreement in the service planning process OR justification for lack of Client/Legal Representative Signature for the audit period
- Signature of AMHD on the Client Treatment Plan (MD/DO, NP, PhD, PsyD, LCSW/ASW, MFT/MFTI, LPCC/PCC, RN, CNS)

Progress Notes (blue tag)

- Progress Notes (include Weekly Summaries as appropriate)
 - (flag first note and the last note of the audit period)

Medication Consents (red tag)

- Medication Consents (if applicable)
 - (flag all medication consents covering the audit period)

Cultural Considerations / Special Service Needs (purple tag)

- Indications of incorporation of cultural/linguistic and/or hearing/visual impairment considerations into services
 - (flag all considerations needed, planned for, and provided)